

CROSSCONNECT CUSTOMS & EVENT LOGISTICS



CUSTOMS CLEARANCE INSTRUCTIONS

INTRODUCTION

Dear Exhibitor,

Cross Connect Customs & Event Logistics has been appointed the OFFICIAL CUSTOMS BROKER for the AAPD 2024 Annual Meeting taking place at the Metro Toronto Convention Centre over the dates of May 23-26, 2024. We have been granted special authority by the Canada Border Services Agency (CBSA) to clear exhibitor shipments into Canada on a duty-free and tax-free basis. Cross Connect will ensure your customs documentation and all clearance procedures with the CBSA are completed correctly guaranteeing your materials arrive "on time" and in the most cost-efficient manner. Please note there are separate procedures for importing "Medical Devices" into Canada so please contact Cross Connect early to discuss this process and to ensure you receive the special duty-free and tax-free import privileges that can be applied to your shipment(s).

Our helpful instructions will assist you in preparing for the correct, and timely, clearance of your exhibits to and from Toronto. Using the services of Cross Connect for your round-trip customs brokerage requirements will simplify the cross-border process.

PLEASE NOTE: Failure to comply with the deadlines, consignee, and document instructions, will cause unnecessary delays in customs clearance and may lead to additional charges. For this reason please be sure to pass these instructions on to your Freight Forwarder or Carrier so they know to direct their clearance pre-alerts to Cross Connect.

AAPD and **Cross Connect Customs & Event Logistics** will not accept responsibility for late arrivals, or non-deliveries, to the venue if these guidelines and/or recommendations are not followed.

Sincerely,

Cross Connect Team E-mail: <u>info@crossconnectcl.com</u> Website: <u>www.crossconnectcl.com</u>



PRE-ALERT / CUSTOMS DOCUMENTATION REQUIREMENTS

Please complete the Cross Connect Order Form and Commercial Invoice Packing List (CIPL) in this manual.

The CIPL should contain full detailed description of the contents, serial no.'s, customs HS/tariff codes, and quantity/weight/value of each item listed. Invoices should be in the currency of country shipped from clearly showing which items are for temporary import and which are for permanent import. Examples of both forms are provided for assistance.

The "consignee" on the Commercial Invoice Packing List should be addressed as follows:

AAPD 2024 Annual Meeting (Your Exhibiting Company Name, Booth #_____) c/o Metro Toronto Convention Centre 255 Front Street West Toronto, ON M5V 2W6 CANADA

Please send Cross Connect draft copies of your CIPL prior to shipping so it may be reviewed and pre-approved

All document checks and pre-alerts should be emailed to info@crossconnectcl.com

<u>IMPORTANT</u>: Certain commodities such as foodstuffs, beverages, pharmaceutical products, cosmetics, certain electronic and telecommunication and military items, animal & plant products (CITES) will be subject to import licence or other certification requirements. Kindy contact Cross Connect at least 2 months prior to the show if sending any of the above items.

Failure to pre-alert us of your shipment means we are unaware it exists and cannot be held responsible for your materials arriving to the show late, or not at all.

INSURANCE

We are not responsible for any loss, pilferage or damage while goods are left unattended at your booth. The handling of goods is carried out at the exhibitor/contractor's risk. We, therefore, strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, while also on display during the Exhibition.

PAYMENT

Unless agreed in advance payment for all services must be made prior to, or during the show. We accept the following three methods of payment:

- 1. Bank Wire Bank details can be sent upon request.
- Credit Card We can accept payment by credit card. Please inform us of the card details in advanced on our Customs & Transportation Order Form. Credit Card transactions are subject to a 5% service fee.
 Company Checks

Customs & Transportation Services Order Form

Please accept this as authority for Cross Connect Customs and Event Logistics Inc. ("Cross Connect"), located at 5225 Orbitor Drive, Unit 12, Mississauga, ON L4W 4Y8; business number 709076475RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in Trading Conditions applicable to Customs Services of Cross Connect Customs and Event Logistics Inc., attached hereto. Such business may include, but is not limited to:

Services of Cross Connect Customs and Event Logistics Inc., attached hereto. Such business may include, but is not limited to: 1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released; and

- 2. The transportation, warehousing, and distribution of such goods.
- In signing this form, I grant Cross Connect, full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.

CUSTOMS & EVENT LOGISTICS Tel: 416-639-2176 E-mail: info@crossconnectcl.com

Continuous Authority granted

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Customs & Transportation Services Order Form

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Tel: 416-639-2176 E-mail: info@crossconnectcl.com

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to	hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or											
	nsequential damages including but not limited to any loss of profit			obido hu o"	Fodorel De-	vincial Otata	d Loool Jawa						
In	e undersigned warrants that all hazardous materials have been d	eciared, and that the	e client shall	ablue by all	rederal, Pro	viriciai, State an							
CI	ient Signature							nect Internal Us	e Only				
Si	ave read and agree to the terms of this contract. gnature: John Smith		Date: 10	- ADR. 24			Accepted by Date:						
	inted Name. JOHN SMITH		Signature:										

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FOR CUSTOMS CLEARANCE BY: Cross Connect Customs And Event Logistics Inc.

CARRIER ONLY PARS E-mail: pars@crossconnectcl.com COMMERCIAL INVOICE / PACKING LIST

NOTE: Only pdf/tif attachments and not the email itself are received. Ensure that all PARS information and any special instructions are included within pdf/tif attachment. HOURS: Mon-Fri 9 am - 5 pm *E-mails are monitored outside of regular business hours, but response may be delayed. Please ensure that ETA's are accurate.

Shipper: Consignee (Ship To):					Importer/Owner of Goods: Same as Shipper				er Shipped Vi	a:							
									Shipped To): [Adv. Wh	se 🗌 S	Show Site	*REMARKS			
											IRS #:					("X	(" each item)
								Pieces:					*A – TEMPORARY IMPOR				
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ieces	Pieces	Qty		ription of Contents	Origin	in	(Inches		CBM	HTS						
			Please include Brand Na	me & Model # for all electronic equipment.		(lbs/kg)	L	W	Н			A TEMP	B PERM P	C ROMO	Unit Va	lue	Total Valu

**FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**FOB VALUE:	
INSURANCE:	
FREIGHT CHARGE:	
**TOTAL CIF VALUE:	

**CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

The shipper hereby authorizes Cross Connect Customs and Event Logistics, inc. ("Cross Connect"), and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the Cross Connect's "Standard Trading Conditions", as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf. The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

TEMPORARY IMPORT VALUE: PERMANENT IMPORT VALUE: Signature:



FOR CUSTOMS CLEARANCE BY: Cross Connect Customs And Event Logistics Inc.

CARRIER ONLY PARS E-mail: pars@crossconnectcl.com COMMERCIAL INVOICE / PACKING LIST

NOTE: Only pdf/tif attachments and not the email itself are received. Ensure that all PARS information and any special instructions are included within pdf/tif attachment. HOURS: Mon-Fri 9 am - 5 pm *E-mails are monitored outside of regular business hours, but response may be delayed. Please ensure that ETA's are accurate.

			-mails are monitored outsived. Please ensure that E							MUS	T be complete	ed in	full.			EVENT LOGISTIC
123 SC NEW Y 10093	OMPAN	CE AVI (ENUE, SUITE 3 5-0000	Consignee (Ship To): ABC COMPANY, BOOTH # 10 C/O AAPD 2024 METRO TORONTO CONV. CT 255 FRONT STREET WEST TORONTO, ON M5V 2W6 CANADA JOHN SMITH - 555-555-0000	rr.	Importer/ ABC COM 123 SOMI NEW YOF 10093 JOHN SM Does this co	IPANY EPLAC RK, NY IITH - 5	E AVEI 55-555	NUE, SI -0000	UITE 3	Shipped T IRS #: Pieces: Weight: Currency: Ship Date:	O: X	Adv. W 12 1,800	Vhse [2-3456 3	kg ¥ lbs *A − TE *B − PE) *C − GI	*REMARKS 'X" each item) EMPORARY IMPOR RMANENT IMPOR VEN AWAY / SOLD
# of Pieces	Type of Pieces	Qty		cription of Contents ame & Model # for all electronic equipment.	Origin	Weight in <u>Ibs</u> (Ibs/kg)		mensic (Inches W		СВМ	HTŠ	A	emark B	C	Va Unit Value	lue Total Value
1	SKID	1	DISPLAY BOOTH	1	USA	400	48	48	48	1.81	9403.20	TEMP	PERM	PROMO	5,250.00	5,250.0
1	CRATE	2	50" LED TV'S - L	G MODEL# 55EG9100	CHINA	50	41	52	50	1.75	8528.72	\mathbf{X}			700.00	
		2	WEIGHTED MET	AL TV STANDS 🔨	JAPAN	950					9403.20	\times			500.00	1,000.0
1	SKID	5000	ADVERTISING L	ITERATURE	USA	200	48	48	48	1.81	4911.10			\times	0.15	750.0
		1000	BALL POINT PE	S *Electronic equipment	CHINA	48					9608.10			\times	0.35	350.0
		400	CATALOGS	MUST include Brand	USA	150					4911.10			\times	3.00	1,200.0
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			"Give Aways",							1	\$0 values will	NOT	<mark>[be a</mark>	acce	pted.	
			or "Trade Show								nufacture					
amples	s" will <u>N</u>	OT be	e accepted.							made)	; <u>NOT</u> the					
						count	ry of	purch	iase.	1						

***IMPORTANT:**

**FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**FOB VALUE:	10,000.00
INSURANCE:	
FREIGHT CHARGE:	
**TOTAL CIF VALUE:	10,000.00

**CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

The shipper hereby authorizes Cross Connect Customs and Event Logistics, inc. ("Cross Connect"), and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the Cross Connect's "Standard Trading Conditions", as published online at https://crossconnect. ("Cross Connect"), and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the Cross Connect's "Standard Trading Conditions", as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf. The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

TEMPORARY IMPORT VALUE: 7,650.00 PERMANENT IMPORT VALUE: 2,350.00

Signature:

<u>John Smith</u> Date:

: 06/10/2021